



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 26 MAY 2021

REQUEST FOR QUOTATION: NO. RFQ/HCR/KAD/SUP/2021/005

PRINTING, SUPPLY, AND DELIVERY OF VISIBILITY, SPORTSWEAR, AND SPORTS EQUIPMENT TO UNHCR KADUGLI SUB-OFFICE, EL FULA FILED-OFFICE, AND EL OBEID FIELD UNIT

QUOTATION TO BE RECEIVED BY: 01 JUNE 2021 – 15:00 HRS

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your price quotation for Printing, Supply, and Delivery of Visibility, Sportswear, and Sports Equipment to UNHCR Kadugli Sub-Office, El Fula Filed-Office, and El Obeid Field Unit.

1. REQUIREMENT

As per Annex A: Specifications and design, and Annex B: Financial Offer.

2. RFQ DOCUMENTS-ANNEXES

The followings Annexes are integral part of this RFQ

- Annex A: Specifications and design
- Annex B: Financial Offer
- Annex C: Vendor Registration Form
- Annex D: General Conditions of Contracts for the Provision of Goods
- Annex G: UN Code of conduct

Please note that UNHCR has tax and duty exemption status.

BID VALIDITY: You are requested to hold your offer valid for **90** days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

PAYMENT: Payment will be made within **30** days of receipt in UNHCR, Kadugli Sub Office of complete documents in good order after satisfactory delivery of goods/services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

CURRENCY OF PAYMENT: Payment will be made in the currency in which the purchase order is issued.

IMPORTANT: UNHCR can only facilitate payments through the local banks and not banks outside Sudan and therefore the current market condition must be factored in before submitting your quote

¹ For further information on UNHCR, please see <http://www.unhcr.org>

Vendor Registration Form: If your company is not registered with UNHCR you should complete, sign, and submit with your offer the Vendor Registration Form (**Annex C**). Please note that these terms and conditions (**Annex D**) will be strictly adhered to for the purpose of any future contract.

3. ACKNOWLEDGMENT

We would appreciate your informing us of the receipt of this RFQ by return email to sudkh-su@unhcr.org. As to:

- Your confirmation of receipt of this RFQ
- Whether or not you will be submitting a bid

4. CLARIFICATIONS:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to sudkh-su@unhcr.org. The deadline for receipt of questions is 30 May 2021 15:00 HRS Sudan Standard Time. Bidders are requested to keep all questions concise.

5. YOUR OFFER

Your Offer shall be prepared in English.

Please submit your offer using the submission all templates provided. It should conform to the requirements and contain all information required. **Your offer should consist of** the following **signed and stamped** documents:

- This RFQ document
- Annex A: Specifications and design
- Annex B: Financial Offer
- Annex C: Vendor Registration Form (if not registered)

Please fill in below lines:

Name of the vendor:.....

Address/telephone No:.....

Email adress:.....

Contact person/ title:.....

Offer validity period:.....

Indicate that you accpet UNHCR general conditions of contracts for provision of goods UN code of conduct:.....

Date:.....

Signature & Stamp:.....

6. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **01 June 2021, 15:00 HRS Sudan Standard Time** by return only to email: sudkh-su@unhcr.org.



Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

-RFQ Number: RFQ/HCR/KAD/SUP/2021/005- Name of your firm.

-Number of e-mails that are sent (example: 1/2, 2/2).

Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above may not be considered.

Information provided by the bidder will constitute the basis for eventual purchase order(s). UNHCR may, at its discretion, extend the deadline for the submission of proposals, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Your quotation must be valid at least for **(90)** days. The standard payment terms of UNHCR is net **(30)** days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

Please find attached in **(ANNEX D)** the UNHCR's General Conditions of Contracts for the Provision of Goods. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Sdah Mostafa

Senior Supply Associate

UNHCR FU- El Obeid, Sudan